



Park/Facility Permit Application

FLATHEAD COUNTY PARKS AND RECREATION
309 FFA Drive - Kalispell, MT 59901
406.758.5800; fax 406.758.5888

PARK NAME:

Date(s) Requested – *must include set-up and take down time/days.*

From: _____ To: _____

Specify areas of park & time:

_____	From: _____ am/pm	To: _____ am/pm
_____	From: _____ am/pm	To: _____ am/pm
_____	From: _____ am/pm	To: _____ am/pm

CONTACT NAME:

Organization Name

Phone

Address

Cell Phone

City/State/Zip Code

Other Phone

Email

EVENT NAME:

Description

Open to Public?

Admission Charge \$

Participants/Spectators #

Food/Beverage/Goods/Services – Provider Name & Telephone

Items/Structures Brought to Park

RATE (see worksheet on reverse)

\$ _____ Security Deposit

\$ _____ Group Rate

\$ _____ Pavilion/Other Rate

\$ _____ Set-Up / Take-Down / Clean-Up

\$ _____ **Total Amount Due**

OFFICE USE ONLY

_____ Facility Rental Agr
_____ Calendar
_____ Cert Ins/Add'l Ins
_____ Copy Park Officer
_____ Health Dept Lic/Bus Lic
_____ Copy Mailed
_____ Key Check Out
_____ Key Return
_____ Sec/Dep Return

I certify that the information contained herein is true and correct. I agree to abide by the Flathead County Special Events Requirements, Facility Rental Agreement and stipulations of the Permit. Rental is on a first-come first-served basis and dates are reserved by submitting a Permit Application, Facility Rental Agreement, and Security Deposit. Remaining fees and a Certificate of Insurance naming Flathead County as Additional Insured are due 20 business days prior to the event.

Please bring an approved copy of this document to the event.

Applicant Signature: _____ Date: _____
(Agent of Organization)

Flathead County Signature: _____ Date: _____

RATES

Please note: Pavilion rental at Herron or Volunteer Park is an additional fee over and above the basic group rate.

FOYS CENTER RATES – Daily Rates (half day fees do not apply)

Group Size under 30 - \$135; 30 – 50 - \$200; 50 – 75 \$300

Group Size	6am-2pm or 2pm – 10pm		Security Deposit
	Daily Rate	Half Day Rate	
Under 30	\$100	\$50	\$50
30 – 50	\$200	\$100	\$100
51 – 100	\$300	\$150	\$150
101 – 200	\$400	\$200	\$200
201 – 300	\$500	\$250	\$250

Set-up / take-down/ clean-up fee is \$50, unless there is a significant impact on the Park, as determined by the Parks Department.

RATE WORKSHEET

Security Deposit \$ _____

Group Rate \$ _____ #Days _____ @ \$ _____ Per Day

\$ _____ Set-Up / Take-Down / Clean-Up

\$ _____ **Sub - Total**

Other Rates – Volunteer Park \$ _____ Mattson Pavilion \$100 full day \$50 half-day – 8 picnic tables/capacity 75

\$ _____ Chautauqua Pavilion \$50 full day; \$25 half-day – 2 picnic tables

\$ _____ Lacon Pavilion \$50 full day; \$25 half-day – 2 picnic tables

Other Rates – Herron Park \$ _____ # Campsites _____ x # Days _____ @ \$10

\$ _____ # Stalls _____ x # Days _____ @ \$15

\$ _____ **Grand-Total**

CHECKLIST

_____ Security Deposit

_____ Balance of Fees – **due 20 business days before the event**

_____ Certificate of Insurance naming Flathead County as Additional Insured – see item #16 of Agreement

_____ Other: _____

_____ Other: _____